

BOSTON SPA PARISH COUNCIL

The Village Hall, 199 High Street, Boston Spa LS23 6AA

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Draft Minutes of the Ordinary Parish Council Meeting held on Monday 17 August 2026 at the Village Hall, Boston Spa at 7.00pm.

Present: Cllrs G Bowen, K Blake, P Hunt, D Taylor, K Alderson.

Apologies: Cllr A Watts, M Heum, P Stables, S Courts, A Brown.

In Attendance: D Marshall (Clerk to the Council)

Guests: Ward Cllr Norma Harrington.

There was one member of the public in attendance who raised a concern regarding planning application 26/03783/FU at New Barn House.

070/26	To accept apologies for absence and approve reasons for absence
	Apologies had been received from Cllrs Watts, Heum, Stables and Courts.
	Resolved: That the apologies and reasons for absence be accepted.
071/26	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting
	Cllr Bowen declared an interest in planning application 26/03783/FU New Barn House as it has a boundary with her property.
	Resolved: That the interest be noted.
072/26	To receive an update from the Ward Councillors
	- There will be extra fire officers in attendance at the Leeds Festival. However, it is forecast to rain for the 10 days prior to the festival which will render any grass fire risk much lower. - Work to repoint the wall with lime mortar has now commenced at Moor End. This was initially delayed due to the hot weather. - Construction work has started on Wetherby High School. - The Parish Councillors were made aware that there are two small traveller groups in the area who may be on the lookout for public open space.
	Resolved: That the updates be noted.
073/26	To receive any crime reports or updates from the PACT meeting
	The July crime report was circulated prior to the meeting. There were 17 reports of anti-social behaviour across the whole of the Wetherby Ward and a slight increase in crime which is in line with seasonal trends. They were 3 residential burglaries in Wetherby and Thorp Arch and 16 shoplifting offences, all of which took place in Wetherby.
	Resolved: That the report be noted.
074/26	Minutes
	i) To confirm the minutes of the ordinary meeting held on 20 July 2026 and review the action list
	194/25 Review and revise the shop front design guidance - ongoing 254/25i Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car park- ongoing 014/26ii Obtain information on applying for PSPO for dogs on leads - ongoing 035/26ii Provide an update on the Local Plan housing allocation for Boston Spa- ongoing 036/26iv- Include article about bikes on pavements in e-newsletter- ongoing 036/26v Investigate repair of Moor End SID and new location closer to village centre- ongoing 059/26i Provide suggestions of hedge cutting contractors- ongoing
	ii) A change had been requested to clarify the July Ward Councillor's update on the Deepdale

		Community Centre. The change was agreed and the July minutes updated.
		Resolved: That the minutes from the meeting held on 20 th July be approved subject to the above amend and the action list be updated.
075/26	Financial matters	
	i)	To review the monthly figures and bank reconciliation
		The report had been circulated prior to the meeting.
		Resolved: That the figures be accepted as a true record.
076/26	Administration and Governance	
	i)	To receive the external audit report for 2025-26 and note any recommendations
		The report had been circulated prior to the meeting. There were no issues found, and no recommendations made by the external auditor. The Parish Council gave a vote of thanks to the Clerk for her work in maintaining the annual accounts and ensuring compliance with the statutory requirements and regulations.
		Resolved: That the external audit report be welcomed.
	ii)	To elect members to the Staffing Committee
		The following Councillors were proposed for the Staffing Committee: Cllr Bowen, Watts, Taylor and Courts.
		Resolved: That the above Councillors be elected to the Staffing Committee.
	iii)	To consider the recruitment of a Public Open Spaces Manager, job description and remuneration
		The job description and relevant documents were distributed prior to the meeting. In accordance with NJC Green Book Payscale, the salary for the role will be set at SCP24 (£18.35 per hour pending NJC annual pay increase) for a 7-hour working week, the total salary being £6,879.60 per year. It was proposed that payment of the salary be taken in part from the annual precept and in part from the interest earned on the invested S106 monies for Church Fields. Funding for the role will be considered in greater detail at the Finance Committee meeting in October.
		Resolved: That the recruitment of a Public Open Spaces Manager be approved at SCP24 for a 7-hour week and the Staffing Committee begin the recruitment process.
077/26	Community Events	
	i)	To consider arrangements for Remembrance Sunday 2026
		The actions list was distributed prior to the meeting and tasks were allocated. This year's event will take place on Sunday 8th November at 11am at Boston Spa War Memorial. Cllr Bowen said she would contact the Methodist Church regarding refreshments.
		Resolved: That the arrangements and allocated actions for Remembrance Sunday be confirmed.
	ii)	To consider any changes to the 2026 Christmas lights and related costs
		Cllr Blake circulated a quote for £8,933+ VAT from Leeds Lights. This is a 7% overall increase of which £300 is the change in light type around the village hall and £633 reflects inflation. It was noted that the 2026-27 budget for Christmas lights is £8,000 and that any additional amounts would need to be funded from the PC's General Reserve.
		Resolved: That the cost of £8,933 be approved with £933 to be taken from the PC's General Reserves.
078/26	Planning issues	
	i)	To review planning applications and agree responses 26/03783/FU New Barn House, Hall Mews- Concerns had been raised by one resident in writing and one resident in attendance with particular regard to the change of Velux windows to dormers. Cllr Blake said he would undertake a site visit and report back to the Parish Council. 26/04011/FU 3 Fieldhead Paddock- No comment 26/04212/FU 3 Chestnut End- No comment 26/04165/FU 273 High Street- No comment 26/04319/FU 181 High Street- The PC agreed to support this application to ensure that the Post Office can be operated as a business separate to that of the two storey residential dwelling above. 26/03229/FU 43 Oxclose Road- No comment 26/04494/FU 14 Carleton Close – No comment
		Resolved: That the above comments be approved and submitted to the LCC Planning Portal where appropriate.

	ii)	To consider next steps for the S106 agreement for the planning application 23/0287/FU – Land East of Church Street (Cllrs Brown and Blake)
		An update is being awaited from LCC Planners on progress made between LCC's solicitors and the developer.
	iii)	Other
		The LED signage outside Bird's Nest takeaway has been reported and a Planning Enforcement case has been opened.
		Resolved: That the above updates be noted.
079/26	Transport & Highways	
	i)	To receive an update on the Westwood Way and High Street Traffic Regulation Order (Cllr Stables)
		No update received.
	ii)	To receive an update on proposed planter changes outside Costcutter (Cllr Stables)
		A written update had been provided by Cllr Stables. Highways have now returned with a revised proposal for planters. A meeting will be held with BSIB on 24 th August.
	iii)	To receive an update on the Lane Lodge bus shelter (Cllr Stables)
		The Lane Lodge bus shelter has now been installed. The bus shelter has been added to the assets list and included on the PC's insurance.
	iv)	To receive an update on the Moor End SID (Cllr Stables)
		No update has been received.
		Resolved: That the above updates be welcomed.
080/26	To receive an update on issues concerning Stables Lane and receive any updates from the Friends of Stables Lane Working Group	
	i)	To consider the junior football pitch hire fee for the 2026-27 season
		The current season fee is £250 with an annual 5% increase agreed in 2025. The 2026-27 hire free will be £262.50.
		Resolved: That the 2026-27 football pitch hire fee be set at £262.50.
	ii)	To consider correspondence to the tennis and bowling clubs
		Correspondence had been received from the Bowling Club to advise that nonplaying members can join for £5 per year on a social basis, but that the club does not operate a pay per play scheme. It was agreed that a letter asking for the same information be sent to the Tennis Club.
		Resolved: That a letter be sent to the Tennis Club requesting pay per play information.
	iii)	To receive an update on the car park surface
		No update has been received. Cllr Alderson agreed to take the project forward, liaise with the Bowling and Tennis Club and investigate appropriate drainage and surfacing. The Clerk said she would send on information regarding Public Works Board loans.
		Resolved: That Cllr Alderson be assigned to the car park surfacing project.
081/26	To consider any issues regarding public open spaces	
	i)	To receive an update on hedge cutting
		The Clerk confirmed that AY Ground were able to cut back the High Street hedge from the pavement in August and this has made a significant improvement. No correspondence has been received from the company contracted to undertake the work. The Clerk has spoken to two further companies who are in ownership of a tractor and flail, but neither are able to assist. Cllr Hunt said he would speak to a new contact who may have the required equipment.
		Resolved: That the update be noted.
	ii)	To consider a quote for the cutting and bailing of the wildflower meadow
		The Green Group tested the use of a hired petrol scythe but advised that the area is too large for the amount of manual work which would be required. David Wilson from Bridge Farm has undertaken the cutting of the SuDS basin using a disc cutter at a cost of £40+VAT and has provided a quote of £500+VAT for the remainder of the field.
		Resolved: That the quote of £500+VAT from D Wilson be approved.
082/26	To consider any riverside issues	
	i)	To receive an update on the fallen tree at Jackdaw Crag
		Correspondence had been received from the Environment Agency to advise they will not take any

		action at the moment as there is no specific flood risk caused by the tree. The PC were asked to monitor the tree for any significant debris build up and report back to the EA. Cllr Stables contacted LCC PROW who have inspected the path and have concluded that it is far enough within the woodland so as not to be affected and there is no risk to the public using the definitive path.	
		Resolved: That the update be noted.	
083/26	Allotments		
	i)	To consider the latest inspection report	
		Cllr Taylor and the Clerk undertook the August inspection. Plot 15A at WW is now very overgrown has not been tended for many months. It was proposed that an improvement letter be sent.	
		Resolved: That a letter of improvement be sent to the tenant of plot 15A at Westwood Way.	
084/26	To receive any updates from the Emergency and Resilience planning group (Cllr Watts)		
	Cllr Watts provided a written update prior to the meeting. The group met on 28th July and is making good progress. There is an informational brochure in the works, the final plan for publication, and an extensive handbook/manual to provide practical information in the event of an emergency incident. The next meeting will be on 26 August. The meeting for volunteers planned for 26 September has been cancelled due to low attendance. However, the finalised plan and handbook will be sent to the volunteers once completed.		
	Resolved: That the update be noted.		
085/26	To receive reports from members who have attended other committees and meetings		
	None.		
086/26	Exchange of Information – to raise any emerging issues (matters on which no decision can be taken at this meeting)		
	None.		
087/26	To note correspondence received and approve any responses/ action to items of correspondence		
	A list of correspondence had been circulated prior to the meeting.		
	Resolved: That the correspondence be noted.		
088/26	To approve payments and receipts in accordance with the budget and note any receipts		
	The Job Man	Stables Lane bins install	£690.00
	O’Rourke Gardening	Stables Lane bench repair	£80.00
	Sutcliffe Play	Play equipment rope replacement	£461.88
	Business Stream	Stables Lane water	£222.50
	Vision ICT	NP Domain	£36.00
	AY Ground and Playing Field Contractors	High Street hedge cutting	£420.00
	Wharfe Valley Garden Maintenance	Millennium and Memorial Gardens Maintenance and allotments hedge trim	£252.00
	D Kemp	Bus shelter clean	£15.00
	Boston Spa Green Group	Power scythe and petrol – wildflower meadow	£138.80
	D&M Wilson	Wildflower meadow cutting	£48.00
	PKF Littlejohn	2025-26 External Audit Fee	£378.00
	Bus Shelters Ltd	Wooden bus shelter	£9,524.89
	Clear Councils	Insurance premium increase	£37.97
	Receipts		
	Various	PITP Pitch fees	£60.00
	Rotary Club	PITP Collection Buckets	£235.59
	Keith Jackson	Classic cars donation	£450.00
	Total Sports	PITP Donation	£50.00
	Yorkshire Dales Ice Cream	PITP Donation	£460.00
	Yorkshire Cheese Grill	PITP Donation	£50.00

	HMRC	VAT Refund	£561.77
	NatWest Bank	Savings Interest	£188.61
	Resolved: That the payments be approved and the receipts be noted.		
089/26	To receive items for the next ordinary Parish Council meeting on Monday 21 September 2026.		
	None received.		
Closure	The Chairman declared the meeting closed at 21:01.		

Signed_____ Date_____

ACTIONS

	19th January 2026	
194/25	Review and revise the shop front design guidance	Cllrs Brown and Blake
	20th April 2026	
254/25i	Obtain quote for drainage and metal framework and gravel surfacing for Stables Lane car park	Cllr Heum
	18th May 2026	
014/26ii	Obtain information on applying for PSPO for dogs on leads	Cllr Stables
	15th June 2026	
035/26ii	To provide an update on the Local Plan housing allocation for Boston Spa	Cllr Stables
036/26iv	Include article about bikes on pavements in e-newsletter	Cllr Heum
036/26v	Investigate repair of Moor End SID and new location closer to village centre	Cllr Stables
	17th August 2026	
075/26	Organise meeting with Cllr Courts regarding bank and finance handover	Cllr Taylor
077/26i	Contact Methodist Church regarding Remembrance Day refreshments	Cllr Bowen
080/26iii	Commence contact with Bowling and Tennis Clubs regarding Stables Lane car park surface	Cllr Alderson
081/26i	Contact M Rhodes regarding hedge cutting	Cllr Hunt